

Department Administrator New Hire Check List

New Employee's Name: _____ Start Date: _____

Position: _____

Office Location: _____ Lab Location: _____ Phone #: _____

Prior to Start Date:

Create a welcoming, smooth and easy entry to the UW-Madison and your department work environment.

Task	Complete ✓
Send offer letter <ul style="list-style-type: none"> ○ Include links to: I-9, benefits, W-4, direct deposit, new employee orientation resources (See SVM HR page/New Employees) ○ Request HR Office conduct Background Check (<i>if required</i>) 	<input type="checkbox"/>
Confirm acceptance of offer and start date	<input type="checkbox"/>
Establish a personnel file, containing: resume, application, related appointment papers and copy of PVL/job description	<input type="checkbox"/>
Confirm office (or lab) location and coordinate any necessary preparation: <ul style="list-style-type: none"> ○ Discuss painting, furniture needs/set-up with Karen Mier ○ Discuss computer needs (contact new hire directly for specific needs if faculty level) ○ Coordinate purchase and set-up of computer equipment with SVM IT staff ○ Provide new hire with office/lab numbers and phone number (if known) 	<input type="checkbox"/>
Confirm laboratory location and coordinate any necessary preparation: <ul style="list-style-type: none"> ○ Discuss painting, equipment needs, remodeling, and set-up with Karen Mier ○ Discuss any special computer needs for laboratory with new hire ○ Coordinate purchase and set-up of lab computer equipment with IT staff 	<input type="checkbox"/>
Confirm telephone jacks are active and phone number is accurate. Contact DoIT to transfer phone number (if necessary)	<input type="checkbox"/>
Add employee to department email and other routing lists	<input type="checkbox"/>
Update departmental website contact/title information	<input type="checkbox"/>
Set up appointment in JEMS / Enter Funding in HRS	<input type="checkbox"/>
Inform employee how to get WiscCard and NetID <ul style="list-style-type: none"> ○ Initiate Early NetID request if needed for parking application or access to email, etc. prior to start date 	<input type="checkbox"/>

Provide parking application link: http://transportation.wisc.edu/ **NetID required	
Send welcome email to SVM announcing the new employee's arrival date, position/role (or coordinate announcement with Chair or Supervisor)	

Welcome / Orientation functions (Day 1/ Week 1)

Welcome, orient, and begin connecting the new hire to the culture and people at the SVM. Help orient the new hire to the department and the SVM.

Task	Complete ✓
New Employee Computer Access Request Form: **NetID required & employee signs: http://www.vetmed.wisc.edu/data/newuser.pdf (Form submitted to IT Office)	
Complete Access Card/Key Application Form **NetID required & employee signs: http://www.vetmed.wisc.edu/wp-content/uploads/2013/01/keyaccesscard.pdf (Form submitted to Karen Mier)	
Escort the employee around the building, making introductions, noting key locations and describing basic operations	
Provide information on MyUW (access to paystub, leave, benefits, etc.) and ask employee to complete: <ul style="list-style-type: none"> • Emergency Contact Information - www.wisc.edu/MyUW/Work Record/Personal Info • SVM Bio on SVM Intranet - https://vetmed.wisc.edu/intranet/directory/bio 	
Contact Mail/Copy Room to: 1)assign a mailbox, 2) request a copy code and 3) request a name plate for office/lab door	
<u>Provide overview of departmental processes & basic information:</u> <ul style="list-style-type: none"> ○ Provide link for voicemail set-up: https://www.doit.wisc.edu/telephone/voice-mail/ ○ Direct new hire to SVM IT staff for remote computer access (if needed) ○ Assist in ordering business cards (if appropriate) ○ Describe department communication processes (email lists, meetings, etc.) ○ Roles of other department and school administrative/technical support ○ Access to departmental parking permits ○ Explain MyUW access & information available: paystubs, leave balances, benefits ○ Set up MDS account for new employee (if appropriate) ○ Complete Procard application (if appropriate) – Inform about training ○ Complete state car driver authorization (if appropriate) ○ Provide copy code and mailbox location ○ Provide overview of office supplies and how to order, ○ Provide information on ordering process for furniture or lab equipment 	

End of 1st year

Evaluate the orientation experience.

Updated July 2015